

**DUTY STATEMENT**

GS 907T (REV. 04/02)

**SHADED AREA FOR HUMAN RESOURCES ONLY**

**INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-

**012**

EFFECTIVE DATE:

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|--|---|
| 1. DGS OFFICE OR CLIENT AGENCY<br>EMS Authority                              | POSITION NUMBER (Agency - Unit - Class - Serial)                                |
| 2. UNIT NAME AND CITY LOCATED<br>EMS Systems Division                        | 3. CLASS TITLE<br>Health Program Specialist I                                   |
| 4. WORKING HOURS/SCHEDULE TO BE WORKED<br>8:00 a.m. to 5:00 p.m. -- Flexible | 5. SPECIFIC LOCATION ASSIGNED TO<br>Sacramento                                  |
| 6. PROPOSED INCUMBENT (If known)   | 7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)<br>312-800-5393-007 |

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

## 8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under direction of the EMS Systems Division Chief (HPM II), the EMS Planning Coordinator, HPS, I has day-to-day program oversight responsibilities for the California Poison Control System, Local EMS Agency Plan review, and Regional EMS Agency local assistance contracts.

9. Percentage of time performing duties

10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)

**ESSENTIAL FUNCTIONS**

All work is accomplished in accordance with the laws, rules, regulations, and/or guidelines of the Department of Finance (DOF), State Controller's Office (SCO), Federal and State laws, Executive and Administrative Orders, State Administrative Manual, Bargaining Unit Agreements, the Department of General Services (DGS), and departmental policies, procedures, and guidelines, using the Microsoft Suite of office products (Word, Excel, PowerPoint, Outlook, Access), Visio and other technological and non-technological work tools. The incumbent has program responsibility involving decisions for programs with program, policy, and fiscal impact utilizing effective program coordination skills/tools.

In order to provide statewide coordination in the development of regulations, standards, guidelines, and policy for the local EMS Agency Plan submission and review process, Regional EMS Agency contracts, and the California Poison Control System as directed by and/or at the request of management the incumbent, using the tools above, the EMS Planning Coordinator is responsible for the following duties:

11. SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

12. EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

## **Essential Functions (cont.)**

45%

### **Local EMS Agency Plan Submission and Review Process:**

- Provides oversight and accountability of 33 local EMS agency health programs related to EMS system operation using the authority of statute and regulation and provides technical support based on approved guidelines.
- Responsible for the procedural development, implementation, evaluation and monitoring activities for local EMS agency system plans and annual updates.
- Provides effective recommendations to the Division Chief on regulatory or guideline revisions associated with local EMS agency plans and annual updates.
- Develop and maintain the EMS plan template by applying health regulations, statutes and Standards and Guidelines to ensure compliance with State requirements.
- Develop and maintain a computerized tracking system for the monitoring and evaluation of all local EMS plans and updates.
- Monitors and evaluates EMS plans and updates to ensure compliance with health statutes, regulations, and the Standards and Guidelines.
- Provides consultation and technical assistance, both verbally and in writing, to local EMS agencies on EMS plan development.
- Establish and maintain cooperative relations and communications with local EMS agency administrators and ensure EMS plans and annual updates are complete and received within statutorily required deadlines.
- Provide facilitation and oversight of a task force of health and EMS constituents to develop and recommend changes to the EMS Systems Standards and Guidelines for EMS system operation.
- Provide a comprehensive written annual summary of funding and organization status of the local EMS agencies and systems.
- Provide training on EMS plan development and implementation to local EMS agencies.
- Develop summary analyses of local EMS plans and provide effective recommendations to the Division Chief on necessary changes.
- Develop EMS plan approval letters for the Director's signature.

35%

### **Regional EMS Agency Contracts:**

- Provides regional oversight for seven regional EMS agencies' local assistance contracts through consultations, analyzing contract quarterly reports for program and fiscal compliance with contract goals and objectives and providing feedback to the regional EMS agencies.
- Lead the monitoring and evaluation of local regional EMS systems function and general fund grant compliance activities.
- Evaluates each regional EMS agencies' progress towards meeting stated goals and objectives and provides a written report with effective recommendations to the EMS Systems Division Chief for approval.

10%

### **California Poison Control System:**

- Reviews and makes recommendations for approval of quarterly and annual reports and QI reports submitted to EMSA to ensure compliance with regulations and contract requirements.
- Develops an audit tool to assess CPCS operations and contractual/regulatory compliance by reviewing appropriate statute and regulations related to CPCS activities and have these requirements reflected in the audit tool.
- Conducts site visits with a select team of experts and revises audit tool as necessary based on feedback from the site visit team.
- Provides annual audit report to EMS Systems Division Chief.

10%

- Reviews quarterly Poison Control reports and QI activity reports to ensure compliance with health regulations and contract requirements.
- Develop an audit tool, which reflects compliance with CPCS health statutes and regulations, for the assessment of CPCS operations with contractual/regulatory compliance.
- Manage audit site visits with a team of experts and revise the audit tool based on feedback from the expert site visit team.
- Provide annual audit report to the EMS Systems Division Chief.

#### **MARGINAL FUNCTIONS**

Using the above tools, provides legislative bill analysis on health programs and provides recommended language for Prevention 2010 application and mid-year and annual reports. In order to ensure a coordinated approach to providing information and education to personnel in the EMS industry, using the tools above, the incumbent serves as the conference coordinator for the EMS Systems Division. In addition, education sessions throughout the state are planned periodically to provide new information on regulations, standards and guidelines, and policies. The EMS Plan Coordinator serves on and represents the EMS Authority of health care advisory committees to develop EMS policies, regulations and procedures.

#### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Public health, mental health and health care services programs and trends; problems and procedures involved in establishing community relationships and assessing community health program needs and resources; preparation and planning for coordinated programs with local and Federal agencies, private agencies and health care providers; principles and methods of public administration including organization, personnel and fiscal management; methods of preparing reports; research and survey methods; methods and principles of medical care administration, disease and disability prevention, health promotion and medical rehabilitation; procedures, planning, implementation and monitoring of programs; design and plan for coordination of programs with Federal and local agencies; legislative processes.

**Ability to:** Assist in development of public health and health care projects; apply health regulations, policies and procedures; participate in monitoring and evaluating health programs and projects; gather, analyze and organize data related to health programs; analyze administrative problems and recommend effective action; speak and write effectively; act as program liaison with staff in other programs at the Federal, State, and local level; assist in planning, conducting and evaluating of field projects; recommend and take actions on a variety of health programs, project activities, staffing and budgetary processes; analyze proposed legislation, regulations and health program standards; provide consultation and technical assistance to local agencies; serve on task forces and committees as a program representative.

#### **SPECIAL PERSONNAL REQUIREMENTS**

During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers or in EMSA's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff is required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participates in periodic departmental and statewide readiness drills and exercises.

Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

**DESIRABLE QUALIFICATIONS**

- Knowledge of and/or experience in emergency medical services, nursing, paramedic, EMT, public health administration, and/or other health/medical background.
- Knowledge of and/or experience in disaster planning.
- Strong written, analytical, interpersonal and oral communications skills,
- Ability to act with flexibility and tact.

**INTERPERSONAL SKILLS**

- Work well as part of a team and independently as necessary.
- Build good working relationships with constituents, colleagues, and consultants.

**WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES**

- Office environment, professional work attire.
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government.
- Possess the ability to work on multiple tasks with changing priorities.
- Daily and frequent use of personal computer and a variety of office software applications at a workstation.
- Ability to apply common sense understanding to carry out instructions furnished in written oral, or diagram form.
- Ability to travel on an occasional basis and occasionally work overtime.